



Portland Police Department
433 N. Broadway
Portland, TN 37148

Re: Citizen Police Academy

Dear Applicant,

Thank you for your interest in the Portland Police Department's Citizen Police Academy! This program was developed, in conjunction with other law enforcement agencies, as a way to bridge a gap between our citizens and the Portland Police Department, as well as providing a general working knowledge of the everyday practices and procedures that go into serving and protecting our population. We look forward to forging a lifelong bond with those individuals who participate in this academy. The academy is a one night per week commitment, for eight weeks. Each session will be approximately three hours in length. We anticipate our first session to be held in September of each year and concluding in early December. The schedule could modify slightly if unexpected conflicts are encountered.

An application, and Release of Personal Information waiver form, must be completed if you wish to be considered for the academy. Both documents are required to be notarized. This application, and waiver form, are important parts of ascertaining an applicant's suitability for participation in the program. Because you will be exposed to law enforcement practices and investigative techniques that the general public does not have access to, ensuring that each participant meets the qualifications is imperative.

I expect that interest in this program will be greater than our resources will allow, and as a result, only a limited number of participants will be chosen. Completion of the application and a clear background investigation will not guarantee your participation. We begin accepting applications for each session after July 1st. An investigator may contact you if more information is required, and you will be notified if you are chosen to participate.

Thank you again for your interest, and I look forward to meeting and interacting with those participating in the program.

Sincerely,

A handwritten signature in blue ink, appearing to read "J. Williams".

Jason A. Williams

Chief of Police

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